



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 1820.1
Effective Date: January 28, 2005
Expiration Date: September 30, 2005**

Responsible Office: Office of Human Capital Management

Subject: Smoking Control Program

1. REFERENCES

- a. EO 13058 "Protecting Federal Employees and the Public from Exposure to Tobacco Smoke in the Federal Workplace."
- b. NPD 1810.2 "NASA Occupational Medicine Program."

2. SUMMARY

This directive sets forth the policy and responsibilities for the Langley Research Center (LaRC) program for controlled smoking in all buildings and work areas.

3. POLICY

It is the policy of this Center that all employees will work in a safe and productive working environment. In compliance with Executive Order 13058 dated August 9, 1997, this will include assuring that employees and the general public who visit the Center, or use its facilities, will not be exposed to tobacco smoke in any building or facility except those specific areas designated as "smoking" areas. Smoking is permitted outside all buildings except areas in front of air intake ducts.

4. SCOPE AND APPLICABILITY

This policy is applicable to all on-site employees: civil service, military, contractor, NASA exchange personnel, grantees, and research associates. It should be tactfully applied to all Center visitors.

5. STATEMENT OR ASSIGNMENT OF RESPONSIBILITY

- a. Employees
 - (1) Adhere to this policy.
 - (2) Bring unresolved conflicts to the attention of the appropriate supervisor.
- b. Supervisors
 - (1) Ensure the Center's smoking policy is implemented in their areas through their designated Facility Coordinators.

(2) Serve as liaison to employees, through the Office of Occupational Health Services, regarding smoking cessation programs and resource information available through LaRC and the community.

c. Facility Coordinator

(1) Assure that signs designating smoking areas are posted only in areas approved for smoking.

(2) Enforce the Center policy on Smoking Control.

(3) Report any issues to the Head, Occupational Health Services Office (OHSO)

d. Head, OHSO

(1) Act as final authority on all unresolved issues that arise relative to the Center's Smoking Control policy.

(2) Chair an ad hoc committee comprised of Langley Labor Relations Officer and the President, AFGE Local 2755 to review the designation of smoking areas.

e. Safety and Mission Assurance Office (SMAO)

Issue "Smoking Permitted" signs to Building Coordinators upon approval of the Head, OHSO.

6. RECISION

LAPD 1820.1 dated October 4, 2004.

Jeremiah F. Creedon
Director